



TOWN OF NORTH COLLINS RECREATION DEPARTMENT

After School Program Health and Safety Plan

Updated: 8/25/2020

Communication

The Town of North Collins Recreation Department's After School Program (ASP) will utilize numerous communication channels to inform parents/guardians, students, staff and community regarding procedures and protocols with respect to this COVID-19 pandemic. The most highly utilized channel will be text messages through our Remind systems. The department's website, www.NCParksandRec.org, will be a primary location for important letters, documents, updates, frequently asked questions and general information as we work through this difficult time. Clear and transparent communication is of utmost priority given our focus on safety and well-being for everyone.

Additional [Signage](#) (provided by the North Collins Elementary School) is posted throughout the building in highly visible areas reminding individuals to adhere to all protocols. ASP will also provide student friendly signs for sanitation stations for games, toys, hands, etc.

Health and Safety

Physical Distancing

Social distancing is all about avoiding unnecessary physical proximity with others. It's important because, according to the CDC, the Coronavirus is spread in two primary ways:

- Between people who are within around 6 feet of each other
- By droplets produced by coughs and sneezes (airborn or on surfaces)

This is not just about your one person's health, but the health of all you might pass the virus on to. Everybody has a part to play in slowing down the spread as much as possible.

The After School Program will discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including use of playground equipment simultaneously, special event parties, whole group arts and crafts, etc.

Health and Safety: Social Distancing (in accordance with North Collins Elementary School)

<p>Building Areas</p>	<p>Procedures:</p> <ul style="list-style-type: none"> ● Distancing Signage- Elementary Friendly <ul style="list-style-type: none"> ○ Hallway arrow decals on the floor at junctions and every 20 feet ○ 6ft reminder circle decals on floors ● Frequent reminders, including signage, for students and staff to stay at least 6-ft apart. ● Students will wear masks at all times while in the building <ul style="list-style-type: none"> ○ Mask breaks will occur throughout the program hours ● In alignment with the NYS Guidance and maintaining a “cohort” model, students will be assigned to a small group that they will maintain for the duration of the program. ● No non-essential visitors, including parents, will enter the building, unless an emergency situation occurs with approval from the Lead Counselor ● No congregation will be permitted throughout the building or on school grounds ● All staff will monitor student 6-ft social distancing, proper handwashing and hygiene, respiratory hygiene and PPE compliance ● Use of water fountains will be restricted to filling of water bottles only
<p>Hallways/ Transitions</p>	<p>Procedures:</p> <ul style="list-style-type: none"> ● Frequent reminders, including signage, for students and staff to stay at least 6-ft apart ● Minimize number of students in hallway <ul style="list-style-type: none"> ○ Staggered arrival and dismissal procedures ● Staff training will occur to develop best practices during transitions in the hallway ● Minimize transitions throughout the program period <ul style="list-style-type: none"> ○ Travel outside the designated room (Cafeteria or Art Room) will only include: <ul style="list-style-type: none"> ■ Restroom Use ■ Recreational breaks for outdoor activities ■ Exiting when a parent/guardian/designated contact arrives for pick up ● Tape lines will be placed on the sides of the hallway floor to indicate one way travel ● Directional arrow decals will be placed on the floor to indicate direction of walking
<p>Arrival/ Dismissal</p>	<p>Procedures:</p> <ul style="list-style-type: none"> ● Frequent reminders, including signage, for students and staff to stay at least 6-ft apart ● Strong consideration was given to reduce density and group gatherings during arrival and dismissal <p><u>Arrival:</u> (Times have been staggered to reduce density and support social</p>

	<p>distancing)</p> <ul style="list-style-type: none"> ● As NCES dismisses students in staggered groups, students attending ASP will report to the Faculty Room ● ASP Counselors will be available at the room entrance to do temperature scans. ● Any student presenting with a temperature will report to a quarantine area with a Counselor. The parent/guardian will be contacted to pick their student up. ● Masks worn at all times in common areas including hallways and the attendance room. <p><u>Dismissal:</u></p> <ul style="list-style-type: none"> ● Parents/guardians are asked to pick their child up via curbside: <ul style="list-style-type: none"> ○ Upon arrival to the Elementary School main entrance loop, parents should call 716-337-0166, ext. 2315. Outdoor signs will be available with this information ○ Parents/guardians must remain in their vehicles ○ A Counselor will walk the student to the vehicle and release them to the parent/guardian when ID is verified ○ Students will be released one at a time
<p>ASP Rooms</p>	<p>Procedures:</p> <ul style="list-style-type: none"> ● Frequent reminders, including signage, for students and staff to stay at least 6-ft apart ● Students will be kept together as a cohort and limit intermixing with other students ● Students will be grouped with siblings/family members to limit exposure ● One group will be stationed in the Cafeteria and the other in the Art Room ● Recreational activities will occur in room (i.e. movies, arts and crafts, games, etc.) or outside (i.e. walk, low contact sports, playground use) throughout the program ● Each student will have his/her own space at a table, art supplies, etc. ● Tables will be separated or clearly marked to maximize the distance between each student ● Explicit instruction will be provided to students on appropriate hygiene (handwashing, sneezing, coughing, etc) <ul style="list-style-type: none"> ○ Student friendly activities will be created/found and used for aiding the student knowledge about such topics ● Handwashing schedule, (soap and water when appropriate), at minimum: <ul style="list-style-type: none"> ○ When arriving for attendance (soap and water) ○ Before/after snack time ○ Before/after outdoor play (sanitizer) ○ Before/after playground use (sanitizer) ○ Before dismissal (sanitizer) ○ After using the bathroom (soap and water); ○ After sneezing, wiping or blowing nose, or coughing into hands (soap and water) ○ Anytime hands are visibly soiled (soap and water) ● Student Item Storage

	<ul style="list-style-type: none"> ○ Coats, backpacks, etc. will be kept in designated areas within each cohorts room ○ Counselors will ensure social distancing to personal items by requiring students to request permission before accessing them ● Student materials may NOT left at ASP ● Snacks and water bottles must be brought to the program each day. There will be no storage of items in the ASP closet. ● Students are not permitted to bring any personal toys, tablets, etc. to the program ● Room doors and windows should remain open, as feasible ● Counselors are encouraged to have outdoor activities as much as possible <ul style="list-style-type: none"> ○ Counselors are asked to notify the Head Counselor when leaving their room ○ Counselors will have a walkie talkie and cell phone (when possible) on their person ● Fans will <u>not</u> be allowed in classrooms, per NYS Department of Health guidelines, however, increased clear air circulation has been upgraded via the HVAC unit in each room
Restrooms	<p>Procedures:</p> <ul style="list-style-type: none"> ● Frequent reminders, including signage, for students and staff to stay at least 6-ft apart ● No more than three students are allowed in multi-student restrooms at a time. ● Only 1 student allowed in a single restroom at a time ● Each room will have large red stop sign <ul style="list-style-type: none"> ○ Student will bring the sign to the bathroom and stick it to the door or frame to indicate the bathroom is in use ○ Train students on when to enter and when to wait ● Signs for proper hand washing ● Handwashing required after each bathroom use ● Handwashing schedule, (soap and water when appropriate), at minimum: <ul style="list-style-type: none"> ○ Upon arrival to attendance room (soap and water) ○ Before/after snack time (soap and water) ○ Before dismissal (sanitizer) ○ After using the bathroom (soap and water); ○ After sneezing, wiping or blowing nose, or coughing into hands (soap and water) ○ Anytime hands are visibly soiled (soap and water)
Public Access	<p>Procedures:</p> <ul style="list-style-type: none"> ● No public access nor building permits as determined by NCCSD
Visitors	<p>Procedures:</p> <ul style="list-style-type: none"> ● No outside visitors until further notice, including parents ● In-person meetings by appointment only <ul style="list-style-type: none"> ○ Virtual meetings are highly recommended ● COVID sign-in sheet must be used for any visitor that enters ● Access to building will continue to be limited ● All visitor requests must be cleared through the Head Counselor

Playground/ Outdoor instructional spaces	<p>Procedures:</p> <ul style="list-style-type: none"> ● Use of outdoor spaces is encouraged for general recreation and mask breaks ● Frequent reminders, including signage, for students and staff to stay at least 6-ft apart ● Handwashing/Sanitizing before and after playground use <p>Other considerations:</p> <ul style="list-style-type: none"> ● Limit one cohort at a time on the playground/particular outdoor space
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Personal Protective Equipment (PPE)

Personal protective equipment includes certain types of clothing or other garments designed to protect the where his body from infection. This includes face masks and gloves, primarily.

Expectations: All ASP staff present shall wear individual masks/face covering:

- Communicate with your Head Counselor if you are in need of one, and one can be provided.
- Face coverings/masks must be cleaned or replaced after use, damaged or soiled.
- Face coverings/masks may not be shared and should be safely stored away from others.
- Visitors and vendors must also wear a protective mask/face covering.
- Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).

Health and Safety: PPE

All students and ASP staff members must wear cloth face coverings:

- In hallways
 - In restrooms
 - In other congregate settings, including the attendance room.
 - Whenever they are within 6 feet of someone
- Students will have scheduled mask breaks when 6 feet of distance within the classroom can be maintained
 - Exceptions to wearing masks will be made to those deemed necessary (i.e. medical condition, disability, etc).
 - Staff and students will be provided with a mask if they arrive to the program without one.

Masks breaks can occur when:

- At least six (6) feet of social distance is able to be maintained or behind polycarbonate divider
- Employees and students are in their normal workplace while observing at least 6ft of social distancing, or working alone within a workspace

Counselors: A mask must be worn anytime personnel are within 6 feet of each other.

Other Staff and Visitors: Must wear a mask at all times in the building. Masks will be provided if needed. Masks will be given to the visitor at the door prior to entering the building.

Protective Gloves will be provided to any staff member who requests them. Wearing protective gloves will be optional.

Mask Break Protocol:

- Hand sanitizer or hand washing must take place prior to removing mask and prior to replacing the mask
- Hands should not touch the face, nose, or mouth
- All mask breaks must be when the student is properly socially distanced at least 6-ft from other individuals in all directions. Taking breaks outside is encouraged.
- In general, room mask breaks should be when the student is seated
- Mask breaks are recommended every forty (40) minutes for ten (10) minutes in length
- Mask breaks can only occur when directed or permitted by a Counselor
- Mask breaks cannot be taken in hallways or lavatories under any circumstances
- Further consultation with local health officials will continue to guide this policy
- Students will be able to take a mask break while seated and eating snacks in their designated space
 - Masks should be immediately put back on after a student has finished eating their snack in their designated area

Health & Safety: Hygiene Practices

All students & staff shall wash and/or disinfect hands upon arrival to work, and throughout the day or when possible/necessary. Signage posted to instruct/remind proper procedures.

- Students and staff shall wash their hands for at least 20 seconds with soap and water frequently during the day when possible. Other important times during the day are before and after meals and after using the restroom.
- Students shall also wash/disinfect hands upon transitions, especially when highly touched objects may be utilized.
- Hand sanitizer, with 60% or greater alcohol, will be provided by ASP which can be used throughout the program or when hand washing is not possible. Hand washing is specifically required when hands are soiled.
- Disposable gloves are available for employees if requested. They are not a requirement, particularly if hand hygiene recommendations are followed.
- All staff are instructed to cover their mouth and nose with either their sleeve or a tissue when coughing or sneezing. Subsequently, staff to dispose of a tissue if utilized and complete hand hygiene procedures. Signage will reinforce this.
- Hand hygiene stations will be available in each cohort's room/area for personnel, students and others:
 - Hand sanitizing stations - hand sanitizer will be replaced as needed and will contain an alcohol-based hand sanitizer containing 60% or more alcohol.

Employees will be encouraged, included in staff training, to use cleaning/ disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.

Handwashing

- Adequate facilities and supplies for hand washing including soap and water will be accessible
- Paper towels or touch free paper towel dispensers where feasible
- Time must be built into the schedule to allow for frequent hand washing
- Promotion of proper hand washing before snacks, after activities, before and after removing PPE, and other times, as appropriate.
- At minimum, staff and students will wash hands:
 - Upon entering the attendance room and each;
 - After using shared objects or surfaces (although shared objects and spaces should be extremely limited)

- Before and after snacks;
- After using the bathroom;
- After sneezing, wiping or blowing nose, or coughing into hands
- Upon coming in from outdoors
- Prior to pick up
- Anytime hands are visibly soiled.
- Instruction will be given staff, students and families on hand hygiene. Modes of instruction include, but are not limited to: in person, videos, announcements, and posters or signs.
- Signage will be posted throughout the school building in highly visible areas reminding staff and students of best practices in hand hygiene

Respiratory Hygiene

- It is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately.
- A supply of tissues and trash cans will be available in each room
- If no tissue is available, using the inside of the elbow (or shirtsleeve) to cover the mouth or nose is preferable to using the hands.
- Students and staff should always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.
- Instruction will be given to staff and students on respiratory hygiene. Modes of instruction include, but are not limited to: in person, videos, announcements, and posters or signs.
- Signage will be posted throughout the school in highly visible areas reminding staff and students of best practices in respiratory hygiene

Mask Hygiene

- Instruction will be provided to students, staff, and parents/guardians (when entering the building):
 - The proper way to wear face coverings;
 - Washing hands before putting on and after removing their face covering;
 - Proper way to discard disposable face coverings;
 - The importance of routine cleaning of reusable face coverings
 - Face coverings are for individual use only and should not be shared.
- Mask breaks must be scheduled throughout the program for staff and students

Health & Safety: Staff & Student Training and Communication

All staff will be trained on this plan so that there is a clear understanding of expectations.

All staff will be trained on this plan by reviewing it and certifying/acknowledging it so that there is a clear understanding of expectations. Staff certification regarding their understanding of this document includes the understanding that the staff member will abide by all procedures and practices herein. Additional clarification is available to anyone. Please contact Alyson Laing or Kathy Pratt with any questions.

Additional training may be provided regarding hygiene as needed. Added training may include:

- Safety Plan(s) [Signage](#) (as provided by NCES)
- COVID-19 Symptoms/Transmission
- Importance of self-monitoring

Staff Training

- Social Distancing

- PPE
 - Train faculty and staff on district expectations for wearing face masks.
 - Train faculty and staff on how to adequately put on, take off, clean, and discard PPE
 - Schedule face covering breaks
- Healthy Hygiene
 - Train all faculty, and staff on proper hand and respiratory hygiene
- Voluntary Travel
- Health Screening Procedures

Student Instructional Considerations: New procedural expectations

- Social Distancing
 - Train all students on appropriate social distancing (6 ft apart)
 - Train students on the floor signage so that they understand the floor markers indicated an approximate distance.
 - A variety of modalities of training will be utilized: in person, videos, signage, etc.
 - Developmentally appropriate practices will be established for instruction regarding social distancing. For example, “Paws out” language and distance reminding tools
- Masks/PPE
 - Train all students on how to adequately put on, take off, clean, and discard PPE.
 - Train students on the expectations for wearing masks
 - Train students on mask break protocol
 - A variety of modalities of training will be utilized: in person, videos, signage, etc.
- Healthy Hygiene
 - Train all students on proper hand and respiratory hygiene
 - A variety of modalities of training will be utilized: in person, videos, signage, etc.